

DELAWARE COUNTY TRANSIT BOARD

BOARD MEETING

MINUTES OF January 15th, 2020

1. Roll Call – 7:00 p.m.

The DCTB Chair called the meeting to order and the roll was taken as follows: (20-01-01)

<u>X</u>	Boots Sheets-Chair
<u>X</u>	Fred Johnson-Vice Chair
<u>X</u>	Jacob Fathbruckner-Secretary
<u>X</u>	Dave Black-Treasurer
<u>X</u>	Roger VanSickle
<u>X</u>	Becky Cornett
<u>X</u>	Dick Schrock

Staff present for the meeting:

<u>X</u>	Denny Schooley-Executive Director
<u>X</u>	Crystal James-Operations Director
<u>X</u>	Ginny Berry-Marketing and Public Relations Specialist
<u>X</u>	Tonya Layman-Mobility Manager
<u>X</u>	Tina Smith-Controller/HR Coordinator
<u>X</u>	Ed Pierson-Facilities, Assets, and Technology Manager
<u>Ab</u>	Grant Bias-Safety and Security Training Manager

a. Pledge

b. Approval of Absences (20-01-01)

None

2. Approval of Consent Agenda (20-01-02)

a. Agenda for January 15, 2020 (20-01-02A)

Denny added MORPC guest and presentation to the agenda.

Dave moved and Dick seconded to approve the revised agenda (20-01-02). Motion passed.

b. Approval of minutes from December 18, 2019 (20-01-02B)

Roger noted a correction needed made: net income should be -\$102,412.23.

Roger moved and Jacob seconded to approve the minutes, with correction, from December 18, 2019 (20-01-02). Motion passed.

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3. MORPC Presentation

Mike Borger, Principal Planner for MORPC, did a presentation on the Metropolitan Transportation Plan. The MTP is a long-term plan that is submitted to ODOT and USDOT every four years. Transportation projects must be on the MTP to be eligible for federal funding. Studies have indicated that people want more transit and more bike and pedestrian projects.

4. Public Comment

none

5. Financial Status/Finance Committee Report

a. Minutes of Finance Committee 1/10/20

Dave apologized for not having minutes of the finance committee meeting and said he would bring two sets of minutes (for both finance committee meetings) to the next Board meeting.

Dave reported that the committee discussed the budget and a draft of key performance metrics to keep the Board informed. The draft is similar to what ODOT uses for their reporting package for transit. He noted that things the committee is working on and will be bringing to the Board include an annual fare review with resolution, a template with a standard set of items to be presented with each grant and project that is brought to the Board for approval, a grant schedule, and a list of peer groups that DCT can compare to.

Financial Status as of Nov. 30, 2019

Net Income = \$960,000 compared to \$1 million budgeted, which is good.

Net Cash = \$1,458,000

Invest. = \$973,000

Ending Cash Balance = \$1,173,000

Accounts Receivable = \$873,000 in grants to be collected

Total Assets = \$2 million

Total Revenue minus grants = \$60,600

Total Expenses = \$336,000

b. Approval of Finance Committee Report and Financial Status as of November 30, 2019 (20-01-03)

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It was moved by Jacob and seconded by David to approve the Finance Committee Report and the Financial Status for month ending November 30, 2019 (20-01-03).
Motion Passed.

6. Strategy and Operations Planning Committee Report

a. Minutes of Strategy and Operations Planning Committee

Becky explained that the committee's proposed charter and meeting minutes were included in the Board packet.

Becky asked to step down from Chair of the Committee and suggested that the Vice Chair be designated as the Chair of the Committee, just as the Treasurer serves as Chair of the Finance Committee.

Becky moved to incorporate the Vice Chair of the Board as the Chair of the Strategy and Operations Committee. Dick Seconded. Discussion included the fact that this may require a change to the By Laws, as the Operations Committee is currently not in the By Laws, therefore, it is up to the Chairman of the Board to appoint the Chair of any other committee. Dick asked for a roll call vote.

Jacob – No, Dave-No, Roger-No, Dick-Abstained, Becky-Yes, Boots-No, Fred-No
Motion Failed

Becky agreed to continue as Chair of the Strategy and Operations Planning Committee and requested she gets the respect of a committee chair and the support of the Board Chair as well.

b. Strategic Plan Update/Discussion

Becky reported that the Committee will continue looking at strategic priorities and Marie's (consultant) role in that. The Finance Committee added \$15,000 to the budget for Marie to continue working with us to provide us with a scope of work and a final document to present to the Commissioners by April 1st. This will be a high-level strategy plan that includes our pilot projects. Denny will meet with Marie on Friday to narrow down a scope of work, and will report on it to the Operations Committee on Monday.

c. Approve charter and Board Chair to consider changes to Operations Committee, including name change (Boots)

Becky asked for approval to change the name of the committee from Operations Committee to Strategy and Operations Planning Committee.

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Roger moved and Dick seconded to approve changing the name to Strategy and Operations Planning Committee. All voted in favor. Motion passed.

7. Updates/Presentations

a. Department

i. Title VI Survey Results

Ginny explained that it is required by law that we have a Title VI Plan, and we conduct surveys on our fixed routes twice annually as part of our plan.

Survey results indicated that we are low in serving our Asian population. Ginny reached out to a local temple and asked if most members speak English well, and they said yes. They invited her to come speak to their 700 members.

Ginny shared that we do have language line services that we use as needed.

Comments/requests from the surveys included more Green Route service and Saturday service.

Jacob asked if we can conduct the surveys longer than just one day and Crystal replied that we can, and it is encouraged.

Ginny reported that we are in the process of replacing logos on the buses with our new name and logo and new signs are ordered for the shelters. She is working on our new website design for delcotransit.com and requested a 40-word bio and picture from each Board member.

Ginny suggested optional training for Board members online at ohioattorneygeneral.gov, which covers Sunshine Laws for public records and open meetings.

Crystal shared that our new software is working well for demand response, she is very pleased with it, and drivers are doing very well with it. There are still some issues with the software working properly for fixed routes, which the company continues to work on.

Crystal reported that from April – December, we gave 1,055 rides for First Fridays. In the future, we will not have a sponsor, as we want to do this as free charter service. Fred requested a total cost of running the service free be brought to the Board before it starts up again this year.

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b. Executive Director

None

8. New Business

a. Approval of Refreshments for Public Meetings (20-01-04) (Denny)

This is our annual request to cover the cost of refreshments for meetings.

Jacob moved and Dick seconded to approve refreshments for public meetings (20-01-04). Motion passed.

b. Approval of CY 2020 Budget (20-01-05)

Dave explained that the Finance Committee is recommending approval of a continued 2019 budget with wage increases as included in the 2020 budget. The 2020 budget also includes the \$500,000 in OTP funds, and three replacement full-time employees with health insurance. The budget does not include the pilots or decreased fares, as these will be brought to the committees and Board for approvals later, and the budget will be adjusted accordingly. More narrative has also been added to the budget for clarification purposes. A proposal template will be developed and approved by both committees and the Board that will be used to present each new proposed project to the Board. The 2020 Budget includes: a proposed total income of \$2,764,000 and proposed expense of \$2,557,000. The capital budget allows Denny to spend up to \$50,000. Anything over \$50,000 requires an RFP, which will be brought to the Board for approval. Then the resulting contract with the selected vendor will also come to the Board for approval. Denny noted that the capital budget is organized and color coded by corresponding grants that are anticipated. In addition, purchases from the state contract do not require RFP's, so the \$80,000 for modified minivans will not come back to the Board for approval. These are expansion vehicles that are smaller and more efficient for our demand response service.

Dave noted that the 2020 Balance Sheet indicates about \$2 million in cash.

Dick suggested that management will decide on future potential projects in the budget narrative and more forward with them asap to show spending of the \$500,000 that we applied for under the OTP.

Dave moved and Jacob seconded to approve the 2020 Budget (20-01-05). Motion passed.

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9. Board Development Discussion (Tentative)

Denny explained that after the Board completed their self-assessment, he was asked to keep this item on the agenda. Jacob suggested the Board members learn from the documents they were given and move forward with best practices. Becky stated that having the committees should help the Board be more effective. Boots decided and stated that this discussion item can come off of future agendas.

10. Executive Session – To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.

Dave moved and Dick seconded to go into Executive Session. Roll Call vote: All in favor. Motion passed.

Jacob moved and Dick seconded to come out of Executive Session.

Dick moved and Jacob seconded to change the effective date of the pay increase for the Executive Director to the first day of the pay period after the signing of the contract on 1/15/20. Motion passed.

11. Other Business – Open Comments

none

12. Adjourn

The Chairman adjourned the meeting.